

## eArmyU PARTICIPATION AGREEMENT

For use of this form, see AR 621-5; the proponent agency is DCS,G-1.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 4302, Enlisted Schools; 10 U.S.C. 2007, Tuition Assistance; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN).

**PURPOSE:** To record agreement to the terms and conditions of the eArmyU program. This contract becomes part of the Soldier's military education records used to document Army Education management actions.

**ROUTINE USES:** None. The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply to the system.

**DISCLOSURE:** Voluntary. However, failure to furnish personnel identification information or failure to agree with the terms of the contract may prevent enrollment and financial assistance.

### AGREEMENT

This Agreement between the undersigned Soldier and the U.S. Army contains the terms and conditions of the eArmyU program. In exchange for tuition and technology package (laptop), the Soldier agrees to complete the specified semester hours (SH) within the required period and meet criteria for program eligibility as defined by senior leadership. Soldiers may be required to reenlist or extend for duty in the U.S. Army to meet the 36-month service remaining requirement (SRR).

#### 1. ELIGIBILITY

**Regular active duty enlisted Soldiers who meet the enrollment eligibility criteria as defined by senior Army leadership, may be eligible to enroll.** Certain grades of regular active duty enlisted Soldiers will be targeted by senior Army leadership. Soldier must have a high school diploma or GED certificate. **Soldier incurs a 36-month (SRR) upon enrollment in the eArmyU program in accordance with AR 601-280.** The SRR begins from the unit commander's signature date (CSD) on this eArmyU Participation Agreement. Soldier must receive approval from the unit commander and a Department of Army Education Services Specialist (ESS)/Counselor who will counsel Soldier regarding the special considerations involved in online distance learning (DL) and approve program enrollment. At the time program enrollment is activated on the eArmyU portal, the Soldier may enroll in eArmyU courses. This form must be processed and returned to the Education Center within 30 days from the date of counselor's signature.

#### 2. TUITION ASSISTANCE

The Army will pay 100% of Soldier's eArmyU tuition assistance (TA) (includes tuition, books, fees, academic tutoring, program mentoring, Helpdesk and Internet access; does not cover commercial telephone service for Internet access) up to the established annual tuition ceiling and per-semester-hour tuition cap. **The first year tuition ceiling will be reduced by the cost of the laptop.** eArmyU tuition is only authorized for courses required for the completion of Soldier's approved educational plan in accordance with AR 621-5. The use of eArmyU TA is authorized for courses leading to the successful completion of 12 SH within the milestone date (36 months). Thereafter, TA is authorized on a course by course basis subject to the availability of funding. Soldiers who are sent course materials and who drop courses 11 or fewer days prior to course start date will be required to reimburse the Army a portion of the obligated tuition. (For example, ten or fewer days prior to course start date = 18% tuition reimbursement; between 1% to 6% of the course length = 35% tuition reimbursement; between 7% to 13% of the course length = 56% tuition reimbursement; between 14% to 19% of the course length = 75% tuition reimbursement; 20% or more of the course length = 100% tuition reimbursement).

#### 3. CONTRACTUAL REENLISTMENT SERVICE OBLIGATION/SRR AND CORRESPONDING REIMBURSEMENT

Soldier enrolled in eArmyU is liable for eArmyU tuition cost of successfully completed courses for the duration of the Soldier's SRR. **Soldier may not voluntarily withdraw from eArmyU, may not return the laptop, and is responsible for the security of the laptop and virus protection of the laptop operating system. Upon successful completion of 12 SH of eArmyU coursework, Soldier assumes full ownership of the laptop.** Soldier commits to a 36-month SRR and must successfully complete a minimum of 12 semester hours (SH) of eArmyU coursework within 36 months from the date the technology package is issued. If Soldier fails to successfully complete 12 SH in 36 months from the date the technology package is issued, Soldier will be required to reimburse the Government a prorated portion of the cost of the technology package. The prorated reimbursement will be based on the percentage of SH (out of 12) NOT successfully completed in 36 months. This percentage will be multiplied by the actual dollar value of the eArmyU laptop. (For example, Soldier completes only 9 SH in 36 months. Soldier fails to complete 3 SH or 25 % of the required 12 SH  $[3/12 = 25\%]$ . If laptop costs \$1299.00,  $25\% = \$324.75$  reimbursement required.)

If eligible to enroll in eArmyU, as determined by paragraph 1 above, Soldier affirms that he/she has the retainability to complete the course within the institution-stipulated enrollment period and does not expect to be involuntarily separated. If notified of involuntary separation, Soldier will notify the ACES Counselor immediately. Voluntary requests for separation or retirement prior to the expiration of the SRR require additional approval. Regular active duty will seek additional approval through commander who will forward request to U.S. Army Human Resources Command (AHRC-PDT-PM). If approved to separate or retire before the SRR is complete, Soldier must repay the Government a prorated portion of the cost of eArmyU tuition for courses successfully completed. The amount of tuition to repay is based on the unserved portion of the SRR. If approved to separate or retire before the SRR is complete, Soldier is also responsible for the cost of the Laptop as stated in this agreement. Recoupment amount is calculated by dividing the amount of eArmyU tuition for successfully completed courses by the total SRR of 36 months and then multiplying times the number of months remaining before the SRR is met. For example, if Soldier has served 12 months of a 36-month SRR and has 24 months of service remaining and has successfully completed 6 SHs of eArmyU coursework at a total cost to the Army of \$1,800.00, divide the Army's cost of successfully completed courses (\$1,800.00) by 36 months and then multiply by 24 months = \$1,200.00 recoupment required.

Soldier who is subsequently commissioned as an officer/warrant officer may remain in eArmyU laptop option up to the 36 months from the date the technology package is received or until the required 12 SH are successfully completed, whichever comes first, subject to the terms and conditions and corresponding reimbursement requirements stipulated above. Thereafter commissioned officers/warrant officers are eligible for TA on a course-by-course basis subject to availability of funding.

#### 4. COURSE REQUIREMENT

**Soldier will be subject to reimbursement to the Army for the entire amount of eArmyU TA received if the Soldier fails/withdraws/fails to complete an eArmyU course for academic or personal reasons.** This includes: receipt of "F" for failure to participate or maintain contact with the instructor; failure to remove an incomplete grade within 120 days; failure to maintain a grade point average (GPA) of 2.0 after 15 SH, or thereafter, using TA; withdrawal for personal reasons; or withdrawal due to official separation, confinement, or similar administrative action by the Soldier's unit commander for disciplinary or fraudulent causes. Regardless of the reason, Soldier will advise Education Center of any intent to withdraw from a course covered by TA.

**Reimbursement for course withdrawal may be waived, as verified by Soldier's unit commander. If extenuating circumstances prevent successful completion (e.g., deployments, emergency leave, death of a family member, illness/hospitalization).** Soldier must process a request for reimbursement waiver due to military reasons in the portal prior to the course end date. Requests for withdrawal due to military reasons require verification by the unit commander and the first Lieutenant Colonel in Soldier's chain of command. Fraudulent waiver requests will be subject to UCMJ action. **If the cap or the annual tuition ceiling is reached and Soldier uses any other payment source for tuition costs, only the Army portion is subject to reimbursement.**

#### 5. ESTIMATED FIRST-YEAR FINANCIAL COMMITMENT OF SOLDIER (Note that tuition costs, books and fees vary by school, course and degree/certificate level. Estimate 4 SH for first 12 months.)

_____	+	_____	=	_____
Tuition/books/fees		Technology package cost (laptop)		TOTAL ESTIMATED COST

#### 6. SOLDIER'S AGREEMENT

I CERTIFY THAT I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND ALL BENEFITS AND OBLIGATIONS I INCUR AS A RESULT OF ENROLLMENT IN eArmyU. I CERTIFY THAT I MEET ALL THE REQUIREMENTS FOR ENROLLMENT IN eArmyU, AS STATED IN THIS AGREEMENT AND AS VERIFIED BY MY SIGNATURE AND INITIALS BELOW. IF I NO LONGER MEET THE CONDITIONS TO PARTICIPATE IN eArmyU AFTER THE TIME THIS SIGNED AGREEMENT IS RETURNED TO THE EDUCATION CENTER OR PRIOR TO MY ENROLLMENT IN eArmyU, I UNDERSTAND THAT THIS AGREEMENT WILL BE NULL AND VOID AND I WILL BE RESPONSIBLE FOR REIMBURSEMENT OF TA AND COSTS IF/AS APPLICABLE. **I UNDERSTAND THIS PARTICIPATION AGREEMENT MUST BE RETURNED TO THE EDUCATION CENTER WITHIN 90 DAYS FROM DATE OF COUNSELOR'S SIGNATURE.**

a. SOLDIER'S PRINTED NAME <i>(Last, First, Middle Initial)</i>	b. SSN
c. SIGNATURE	d. DATE

#### 7. ARMY ESS/COUNSELOR APPROVAL

Soldier has been counseled regarding the terms and conditions of the eArmyU program.  
I (initial one of the following options):

\_\_\_\_\_ Approve Soldier request for participation

\_\_\_\_\_ Disapprove. Soldier needs further preparation for DL

a. COUNSELOR'S PRINTED NAME <i>(Last, First, Middle Initial)</i>	b. DUTY PHONE/E-MAIL
c. SIGNATURE	d. DATE

## 8. COMMANDER'S SUPPLEMENTAL AGREEMENT

This agreement serves to apprise the commander of the requirements of the eArmyU program and the conditions that support successful completion of the goals of the program.

**a. The following are basic conditions required for participation in eArmyU:**

Soldier must reenlist for duty in combat forces/operational units as defined by senior Army leadership, subject to adjustment, which is verified by Career Counselor/Reenlistment NCO at the bottom of this form.

Soldier incurs a 36-month SRR from the CSD on the eArmyU Participation Agreement and agrees to successfully complete 12 SH of eArmyU coursework within 36 months.

Soldier must be eligible for favorable personnel action.

Soldier must be counseled by an Army ESS/counselor who determines Soldier's potential for success in eArmyU and approves or disapproves Soldier's participation. Commander will verify Army ESS/counselor section approval is complete prior to completing and signing commander's section \_\_\_\_\_ (Commander's initials). Soldier must have joint approval by unit commander and Army ESS/Counselor to participate in eArmyU.

**b. Commander agrees to support Soldier's academic pursuits with an understanding of the following:**

Soldier incurs a financial obligation if the goals of the program are not met in the stipulated time frame. Army incurs the financial obligation for tuition/fee payment to academic institutions when unit commander approves failure/withdrawal/incomplete due to military reasons. \_\_\_\_\_ (Commander's initials)

**c. Commander's Approval (initial one line below as applicable)**

I fully understand the specific conditions of eArmyU enrollment and upon approval will support this Soldier's participation and will monitor his/her progress to ensure successful completion of program goals.

\_\_\_\_\_ (1) Approved. Soldier meets all conditions for eArmyU participation as listed in section 8 above, defined by senior Army leadership and has secured approval for enrollment from Army ESS/Counselor. Soldier referred to servicing Career Counselor to satisfy completion of section 9 of this agreement.

\_\_\_\_\_ (2) Disapproved. Soldier request for participation is disapproved.

a. COMMANDER'S NAME, RANK AND BRANCH

b. SIGNATURE

d. DATE

## 9. CAREER COUNSELOR'S/REENLISTMENT NCO CONCURRENCE

Soldier has reenlisted for duty in combat forces/operational units as defined by senior Army leadership, subject to adjustment, as verified below for participation in the eArmyU program. Certain grades of regular active duty enlisted Soldiers are targeted to participate in eArmyU, as defined by senior Army leadership, subject to adjustments. The Soldier's reenlistment, as defined by senior Army leadership, under the terms of this PA is: \_\_\_\_\_ Soldier's new ETS date is: \_\_\_\_\_ (DD Form 4 or DA Form 1695 is attached).

a. COUNSELOR'S PRINTED NAME (Last, First, Middle Initial)

b. SIGNATURE

d. DATE